



City of Austin - JOB DESCRIPTION



Administrative Senior

FLSA:	Standard/Non-Exempt	EEO Category:	(60) Admin/Supp
Class Code:	10285	Salary Grade:	BA4
Approved:	October 24, 1997	Last Revised:	August 07, 2008

Purpose:

Work in conjunction with other administrative personnel to perform a wide variety of administrative support tasks, including research, clerical or technical duties.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Interpret division and organization policies and procedures and recommend appropriate solutions
2. Recommend changes to methods, operations, sequences and set procedures for work assigned
3. Analyze and interpret data and prepare reports
4. Verify the accuracy and completeness of various reports, including payroll, purchasing, accounts payable, and personnel information
5. Answers questions regarding utility operations and respond to customer complaints.
6. Greet visitors and answer telephones and two-way radio communication devices
7. Compose, format, finalize, interpret, distribute, research, compile, calculate, analyze, process and maintain data in various forms using a variety of office equipment and software applications, including spreadsheets and databases.
8. Purchase and maintain adequate inventory levels for various office supplies and materials
9. Schedule and coordinate meetings
10. Distribute, disperse, and reconcile petty cash requests
11. May determine methods, operations, sequences, and set procedures for assigned work
12. Review, evaluate, and analyze a variety of complex administrative issues and determine appropriate courses of action that may include changes to administrative processes
13. Monitor work in progress, supply agreements/contracts and determine level of performance compared to established standards and timelines

Responsibilities - Supervisor and/or Leadership Exercised:

May provide leadership, work assignments, evaluation, training, and guidance to others.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
Uses broad and comprehensive knowledge of principles, practices, and procedures in analyzing a variety of issues.
Reviews progress and evaluates results.
Recommends and implements changes in procedures, and has substantial latitude for non-reviewed action or decisions.
Usually working without established procedures performs a wide variety of non-standard tasks.
Works on assignments that are complex in nature where considerable judgment and initiative are required in resolving problems and making recommendations.
May develop methods and procedures on new assignments.

Minimum Qualifications:

Graduation from high school or equivalent, plus five (5) years of experience in general clerical/secretarial experience.

Any combination of education and/or work experience will substitute for minimum qualifications.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.